

**Student Activities Association
Budget Committee / Board of Directors Meeting
November 29, 2017 at 1:40PM, L.65.08NB**

BUDGET COMMITTEE AGENDA (9 members, Quorum: 5)

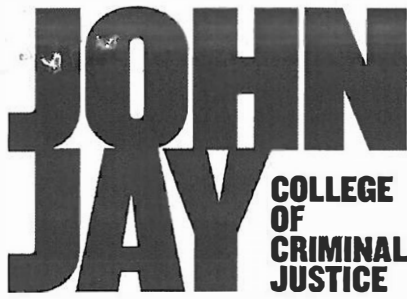
Chairperson Fatime Uruci, President, Student Government
 Lynette Cook-Francis, Vice President of Student Affairs
 Steven Titan, Vice President of Finance and Administration
 Steven Pacheco, Vice President, Student Government
 Melinda Yam, Treasurer, Student Government
 Maria Jose Martinez, Secretary, Student Government
 Diana Chacon, Senior Representative, Student Council
 Toy-Fung Tung, Faculty Member

- a. Approval of Budget Committee items
- b. Approval of Budget Committee minutes from October 25, 2017
- c. Approval of Earmarks: Community Outreach Fall 2017 Budget **\$21,733.85**
CARE FY 2017-18 budget **\$78,695.80**
- d. New Business

BOARD OF DIRECTORS AGENDA (13 members, Quorum: 7)

Chairperson	Lynette Cook-Francis, Vice President of Student Affairs
SAA Secretary	Michael Martinez-Sachs, Assistant Vice President and Dean of Students
	Steven Titan, Senior Vice President, Finance and Administration
	Fatime Uruci, President, Student Government
	Steven Pacheco, Vice President, Student Government
	Melinda Yam, Treasurer, Student Government
	Maria Jose Martinez, Secretary, Student Government
	Diana Chacon, Senior Representative, Student Council
	Andrew Bandini, Junior Representative, Student Council
	Toy-Fung Tung, Faculty Member
	Jean-Marie Col, Faculty Member
	Nuno Pereira, Independent Member

- a. Approval of Board of Director agenda items
- b. Approval of Board of Director minutes from October 25, 2017
- c. Acceptance of the Budget Committee Report
- d. Discussion of surplus process: Vivian Febus-Cabrera
 - Review of surplus amount
 - Review of RFP process – maximum amount, subcommittee, timeline?
- e. Approval of Audit Committee minutes from November 20, 2017
- f. Acceptance of the Audit Committee Report
- g. CUNY Review of Student Activity Associations and College Associations
- h. Conflict of Interest statements
- i. New business



Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Budget Committee Minutes – Wednesday, November 29, 2017:

Presiding Chair: Fatime Uruci, President, Student Council

Recording Secretary: Rachel Brown, Assistant to the Dean of Students

Members Present:

Lynette Cook-Francis, Vice President, Student Affairs
Steven Titan, Senior Vice President, Finance and Administration
Steven Pacheco, Vice President, Student Council
Maria Jose Martinez, Secretary, Student Council
Toy-Fung Tung, Faculty Member

Guests/Non-voting Members Present: Nicole Acevedo, Helen Ceden, Jean-Marie Col, Rima Douglas, Vivian Febus-Cabrera, Mark Flower, Nuno Pereira (phone), Michael Sachs, Declan Walsh

Order: SAA Budget Committee Meeting was called to order at 1:49PM by Fatime Uruci. Quorum was achieved.

Motion #1: Motion to approve Budget Committee Agenda items – Steven Pacheco

Second: Lynette Cook-Francis

Vote: Favor [5] Opposed [0] Abstained [0]

Action: Motion passed

Motion #2: Motion to approve October 25, 2017 meeting minutes– Steven Titan

Second: Lynette Cook-Francis

Vote: Favor [5] Opposed [0] Abstained [0]

Action: Motion passed

Maria Jose Martinez arrives.

Motion #3: Motion to approve earmark Community Outreach and Service Learning budget for Fall 2017 for \$21,733.85 – Toy-Fung Tung

Second: Steven Titan

Vote: Favor [6] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: Declan Walsh and Rima Douglas present the budget request for Fall 2017 for Community Outreach. Nuno Pereira found a mistake in Budget Form B. The refreshments field was not filled in. Community Outreach will make the correction.

Motion #4: Motion to approve earmark CARE for FY2017-18 for \$78,695.80 – Maria Jose Martinez

Second: Steven Titan

Vote: Favor [6] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: Nicole Acevedo present the budget request for 2017-2018 for CARE. This is a new earmark that includes the Single Stop services in the Wellness Center. The budget description form page 2 of 2 was missing from the documentation. CARE will make the correction.

Motion #5: Motion to add the Yearbook budget to the agenda as new business – Maria Jose Martinez

Second: Steven Pacheco

Second: Steven Titan

Vote: Favor [6] Opposed [0] Abstained [0]

Action: Motion passed

Motion #6: Motion to approve the Yearbook Budget for FY 2017-18 for \$91,055.22 – Toy-Fung Tung

Second: Steven Pacheco

Vote: Favor [5] Opposed [0] Abstained [1]

Action: Motion passed/not passed

Discussion: The yearbook budget includes the printing of the yearbook, as well as other Senior Year events such as the Senior Cruise, 100 Days to Commencement, and promotional items for the graduating class.

Motion #7: Motion to adjourn Budget Committee meeting – Steven Pacheco

Second: Toy-Fung Tung

Vote: Favor [6] Opposed [0] Abstained [0]

Action: Motion passed

Meeting adjourned at 2:25PM

Approval:

Fatime Uruci, Chair, Budget Committee



Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Board of Directors Minutes – Wednesday, November 29, 2017:

Presiding Chair: Lynette Cook-Francis, Vice President of Student Affairs

Presiding SAA Secretary: Michael Sachs, Assistant Vice President and Dean of Students

Recording Secretary: Rachel Brown, Assistant to the Dean of Students

Members Present:

Steven Titan, Senior Vice President, Finance and Administration
Fatime Uruci, President, Student Council
Steven Pacheco, Vice President, Student Council
Maria Jose Martinez, Secretary, Student Council
Toy-Fung Tung, Faculty Member
Jean-Marie Col, Faculty Member

Guests/Non-voting Members Present: Helen Cedenó, Vivian Febus-Cabrera, Mark Flower, Nuno Pereira (on phone)

Order: SAA Board of Directors Meeting was called to order at 2:25PM. Quorum was achieved.

Motion #1: Motion to approve Board of Directors Agenda items – Michael Sachs

Second: Maria Jose Martinez

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Motion #: Motion to approve October 25, 2017 meeting minutes– Michael Sachs

Second: Steven Pacheco

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Motion #: Motion to accept Budget Committee report – Steven Pacheco

Second: Maria Jose Martinez

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Motion #: Motion to approve the report of the Audit Committee – Steven Pacheco

Second: Fatime Uruci

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: Helen Cedenó noted there were no significant findings or recommendations noted in the Independent Auditor's Report of the Student Activities Association's audited financial statements. Nuno Pereira requested the minutes of the Audit Committee meeting from November 20, 2017, be revised to include his comments about the custodial credit risk of deposits in Not 3 of the Notes to Financial Statements for \$593,000. Helen Cedenó explained that this pertained to the cash in the Association's bank account above the FDIC limits of \$250,000. If the bank failed, the Association was at risk of losing the excess cash. The Association is required to note it.

Steven Titan leaves.

Motion #: Motion to approve the surplus report as is with an audit of insurance claims – Michael Sachs

Second: Jean-Marie Col

Vote: Favor [7] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: Vivian Febus-Cabrera presented the report on surplus funds. There was concern about the money marked for insurance, as the state already provides CUNY with insurance to cover student injuries. Michael Sachs and Vivian Febus-Cabrera will do an audit of insurance claims for SAA insurance.

Motion #: Motion to open surplus funds of \$182,219.40 for proposals, with a maximum amount of \$5,000 to requesting entities except for projects that have a long term and permanent impact on campus – Steven Pacheco

Vote: Favor [7] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: The Board discussed parameters and criteria for soliciting surplus proposal requests from all entities on campus who receive SAA funds. The maximum amount entities can request was set at \$5,000. New this year is the decision to solicit proposals for larger, unspecified amounts to fund projects that are long term and permanent.

A subcommittee was created to review surplus proposals and make recommendations to the Board. The subcommittee is Mark Flower, Steven Pacheco, Michael Sachs, and Toy-Fung Tung. Surplus proposals will be due on December 22, 2017, the subcommittee will meet the week of January 8, 2018 for review, and proposals will be voted on during the first SAA BOD meeting of Spring 2018.

Motion #: Motion to adjourn Board of Directors meeting – Michael Sachs

Second: Toy-Fung Tung

Vote: Favor [7] Opposed [0] Abstained [0]

Action: Motion passed

Meeting adjourned at 3:05PM.

Approval:

V.P. Lynette Cook-Francis, Chair, Board of Directors



Michael Martinez-Sachs, Secretary, Board of Directors

